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**From:** Cohen, Amy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BB275B1D0CDE4B5F8071E3B6B7FA03C5-ACOHEN]  
**Sent:** 2/13/2018 3:40:11 PM  
**To:** Ides, Nan [Ides.Nan@epa.gov]  
**Subject:** format for a Hot Topic

Hi Nan, I was asked to put a Hot Topic summary together about Mountaire – would you know where the guidelines for the format of those are?

Thanks  
Amy